

MARICOPA COUNTY EMPLOYMENT OPPORTUNITY

OPEN COMPETITIVE

FOOD SERVICE CREW LEADER

(Formerly: Sheriff's Chef/Warehouse Staff)

\$11.28 Per Hour to Start

Differential Paid for Shifts Other Than Days

MANY EXISTING VACANCIES

THE SHERIFF'S OFFICE IS ACTIVELY SEEKING INDIVIDUALS WITH SUPERVISORY AND/OR FOOD PREPARATION EXPERIENCE, AND STRONG MATH AND COMMUNICATION SKILLS. POSITION REQUIRES THE OVERSEEING OF WORKING INMATES INVOLVED IN FOOD PREPARATION AND/OR PERFORMING WAREHOUSING ACTIVITIES WITHIN THE FOOD SERVICE WAREHOUSE. INDIVIDUALS MUST BE WILLING TO WORK VARIOUS SHIFTS/WITH VARYING DAYS OFF/AT ANY ASSIGNED LOCATION.

**DURING THE MONTH OF AUGUST ORIENTATIONS WILL BE
CONDUCTED:**

AUGUST 4, 18 AND 25

8:00 A.M. & 1:00 P.M.

AUGUST 11

1:00 P.M. & 6:00 P.M.

LOCATION:

MARICOPA COUNTY SHERIFF'S OFFICE

3325 W. DURANGO, PHOENIX

Plan to attend one of these orientations. At the conclusion of each, the required Maricopa County applications will be distributed and employment processing will promptly begin. NOTE: Required County application forms may be obtained on line at: www.maricopa.gov *****APPLICATIONS MUST BE SUBMITTED AT THE TIME OF ORIENTATION BY THE SHERIFF'S OFFICE. MARICOPA COUNTY HUMAN RESOURCES WILL NOT BE ACCEPTING ANY APPLICATIONS FOR THESE POSITIONS.*****

QUALIFICATIONS:

Revised: High School Diploma or G.E.D. Certificate and either six months supervisory experience in any food service environment **OR** commercial-level food preparation experience, ideally overseeing food preparation activities within an institutional or high volume environment. Must have a valid Arizona Driver's License and be able to lift/move 40 lbs. Preference will be given to those with education or work experience related to the fields of math, statistics, management, supervision, etc. Completion of a culinary arts program also desirable. **Special:** Must obtain an Arizona Food Handler's Permit. Successful candidates will be required to participate in a polygraph examination and an extensive background review.

**APPLICANT
INFORMATION:**

Those arriving late for an orientation will not be admitted. Limited seating on a first come basis. Allow three hours for the entire process. During the orientation, staff of the Sheriff's Office will provide information on the Food Service Crew Leader job duties, explain processing requirements and be available to answer questions regarding employment with the office. At the conclusion of the orientation, application materials will be distributed. Be advised that a final review of all application materials will be conducted by staff of the Human Resources Department to determine appropriateness for inclusion in the selection process. If qualified, your application will be maintained on an employment register for six months. The Maricopa County Sheriff's Office will arrange and conduct interviews of qualified eligibles from a list provided by the Human Resources Department, and will notify those individuals who are not selected for a position.

IT IS THE POLICY OF MARICOPA COUNTY
NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES
AN EQUAL OPPORTUNITY EMPLOYER

RECRUITMENT CODE: FSCL-803/ LS

**Date Published: Monday, July 28, 2003
110645 /2b**

**ESSENTIAL JOB
TASKS:**

Depending on assignment, tasks may include overseeing assigned inmates in the preparation and reconstitution of food for a County facility. Instructing inmates in the operation of kitchen equipment. Supervises the sanitation of the kitchen. Checking inventory and incoming deliveries. Ordering food items from Central Kitchen including special diets as necessary. Maintaining security. Sitting at desk doing paperwork. Talking on telephone. Walking throughout kitchen to maintain security. Conducting head counts and searching for contraband. Putting stock away. Cleaning and sanitizing of kitchen equipment. Making deliveries to other facilities. Monitoring serving line. Checking stock in warehouse and store room. Perform related duties as assigned. Be present at work site to perform assigned tasks at the times and dates scheduled/assigned by supervisor.

NOTES:

The Maricopa County Human Resources Department provides reasonable accommodation in the application and/or testing process to eligible individuals requesting assistance under the Americans with Disabilities Act. Please contact the Recruiting and Selection Division at 506-3895 or 506-1908 (TT) if you believe you may require such assistance.

**NOTE TO
EMPLOYEES:**

Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.

**SELECTION
PROCEDURE:**

EDUCATION/EXPERIENCE EVALUATION. The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be scored based on an evaluation of listed education and experience. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

Supplemental Information
FOOD SERVICE CREW LEADER

PLEASE NOTE: Information included on this supplement may be used to determine your eligibility for this position. **FAILURE TO SUBMIT THIS FORM ALONG WITH YOUR APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION!**

1. Do you have at least **six months** supervisory experience in any **food service environment**?

☐ yes ☐ no ☐ # of workers supervised _____ amount of exp.

Name of your employer: _____

Identify the type of work performed by those you supervised.

2. Do you have at least **six months** food preparation experience in a commercial environment?

☐ yes ☐ no _____ amount of exp.

Name of your employer: _____

Describe the type of work you performed.

3. Have you successfully completed a culinary arts program? ☐ yes ☐ no

Through what organization or school was the program completed? _____

4. Have you successfully completed coursework in areas such as mathematics, management, supervision, etc.? ☐ yes ☐ no Approximate number of credit hours _____

These positions require direct inmate contact. Does this pose a problem for you?

☐ yes ☐ no

SIGNATURE

DATE